**SRXGRO001A exam preparation**

**FACILITATE A GROUP**

**1 Plan the establishment of a group**

1. Identify the ***needs*** of the individuals/group and the activity goals
2. Negotiate acceptance for the establishment of group goals within the individual's/group's expectations
3. Establish clearly defined purpose, roles, responsibilities within the group
4. Establish a **group performance** plan

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**2 Monitor group formation**

* 1. Establish criteria against which group development and performance will be measured
  2. Establish systems and mechanisms to monitor and review group development and performance
  3. Identify potential ***barriers*** to group development and performance
  4. Develop and implement strategies to reduce/eliminate ***barriers***

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**3 Develop group commitment and co-operation**

* + 1. Demonstrate use of shared information, open communication and constructive feedback to develop and maintain **group dynamics,** commitment and co-operation
    2. Demonstrate use of open communication to establish trust, confidence and ownership in group decision-making, feedback and problem solving processes

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**4 Facilitate group processes**

* + - 1. Develop group effectiveness through active participation and **facilitation,** and demonstrate sensitivity to the effect the leader's behaviour has on colleagues
      2. Demonstrate use of collaborative approaches to develop effective working relationships which help to accomplish strategic and operational goals
      3. Facilitate and achieve individual and collective empowerment whilst maintaining group cohesion
      4. Identify and facilitate group resolution of **problems which impede individual and group performance,** using external assistance (as required)
      5. Demonstrate routine use of cross-cultural (including gender appropriate) communication strategies

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**5 Manage and facilitate group performance**

* + - * 1. Assess competencies of group members regularly, and refresh as required, to meet group plans
        2. Provide mentoring and support to individuals and ***groups*** to enhance knowledge and skills
        3. Allocate tasks to group members so that the diverse skills of each group member make a maximum contribution to the outcome
        4. Devolve responsibility and accountability to group members, where appropriate to the activity context, program aims, and group members' abilities
        5. Monitor and follow up delegations and tasks to assess the performance of group members in relation to their responsibilities
        6. Assess competencies of group members regularly, and refresh as required, to meet group plans
        7. Provide mentoring and support to individuals and ***groups*** to enhance knowledge and skills
        8. Allocate tasks to group members so that the diverse skills of each group member make a maximum contribution to the outcome
        9. Devolve responsibility and accountability to group members, where appropriate to the activity context, program aims, and group members' abilities
        10. Monitor and follow up delegations and tasks to assess the performance of group members in relation to their responsibilities
        11. Recognise achievement(s) with appropriate recognition and/or rewards.

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**RANGE STATEMENT** **CATEGORIES**

**Barriers**

* includes factors that may be barriers to group formation
  + conflict of interest
  + conflict between individual and group goals
  + personality clashes
  + poor communication skills
  + poorly defined responsibilities and roles

**Facilitation skills**

* strategies for group work include
  + goal setting
  + group management
  + monitoring and review processes
  + negotiation
  + defining roles and responsibilities

**Groups**

* types of groups may include
  + full time employees
  + part time employees
  + clients
  + volunteers
* differences within groups may include
  + gender
  + culture
  + socio-economic

**Group dynamics**

* communication
* decision making
* conflict resolution
* trust
* safety and respect

**Group performance**

* criteria
* monitoring and assessment methods
* factors that may contribute to optimal performance
  + task allocation
  + mentoring

**Needs**

* physical and/or
* emotional

**Problems**

* factors that may impede group performance
  + conflict of interest
  + conflict between individual and group goals
  + personality clashes
  + inadequate/inappropriate skills to perform task
  + poor communication skills
  + lack of group cohesion and commitment to group goals
  + inadequately defined goals & poorly defined responsibilities and roles